

Title:		Contents:	PP-0900
CHANGE ORDER/SUPPLEMENT OR REDUCTION OR PURCHASE ORDER		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	Page No. 1 of 1

Change Order

A change order is a written request from the department for the Purchasing Agent to formally amend an outstanding purchase order, e.g., change quantity ordered, unit price, delivery, etc. Occasionally, it is used to make changes to a requisition.

Change Order Forms

A. Cancellation Or Change Request, Form No. 76C105 (half page)

The department shall submit this form for changes of any type, e.g., cancel purchase order, change quantity ordered, unit price, delivery, ship to address, etc. Funding supplements and reductions can also be requested on this form but it is more expedient to use the form discussed in the following paragraph.

B. Cancellation Or Change of Purchase Order Or Sales Award, Form No. 76C104 (multi-part)

Department shall use this form to request supplements, reductions and other changes of an internal nature. These changes must have no effect on the vendor's rights or responsibilities pursuant to the purchase order and would be of no interest to the vendor.

Procedures For Using Form No. 76C105 (half page form)

1. Department initiates the change request.
2. Upon receipt at P&CS, the change request and the file copy of purchase order will be forwarded to the Purchasing Agent.
3. Purchasing Agent will review change request for propriety. If acceptable, Purchasing Agent will document the properly worded change on the file copy of purchase order.
4. CAMIS Issued PO's: Purchasing Agent will process the official change notice within CAMIS
5. PO's Issued Outside of CAMIS: Purchasing Agent will process the official change notice outside of CAMIS through the Word Processing Unit.

Procedures For Using Form No. 76C104 (multi-part form)

To expedite the processing of supplements and reductions for blanket purchase orders issued outside of CAMIS, departments are authorized to initiates the change request on the official/formal amendment form no. 76C104.

1. Upon receipt at P&CS, the change request and the file copy of purchase order will be forwarded to the Purchasing Agent.

Title:		Contents:	PP-0900
CHANGE ORDER/SUPPLEMENT OR REDUCTION OR PURCHASE ORDER		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	Page No. 2 of 2

2. Purchasing Agent will review the supplemental change request for propriety. Supplements and reductions cannot be processed for prior years' purchase orders. Supplements will require a justification or explanation from the department.
3. If acceptable, Purchasing Agent will document the properly worded change on the file copy of purchase order.
4. Purchasing Agent will sign the formal amendment and forward to Register for distribution to department, auditor, etc. There is no need to send a copy to the vendor since the paper work is for internal accounting purposes only. Purchasing Agent should dispose of the vendor's copy.

Auditor Allowance On Over-Expenditures

The Auditor-Controller General Claims Section will allow over-expenditures on purchase orders without supplementing the purchase order, when the purchase order estimate is exceeded by less than 10% and less than \$100.00.

Title:		Contents:	PP-0900	
CHANGE ORDER/SUPPLEMENT OR REDUCTION OR PURCHASE ORDER		Submitted By:	Purchasing Division	
		Approved By:	Purchasing Agent	
Effective Date:	12-10-01	Supersedes No.:	Page No.	3 of 3